

South Dublin County Partnership: Service Lead - Local Area Employment Services (<https://www.activelink.ie/node/115279>)



Local Area Employment Services – Service Lead

Full Time Position – 35 Hours Per Week

Role Purpose:

The role is designed to build in further flexibility across the LAES service and provide additional support for the LAES Management and staff team with a focus on increasing full time Job Placements for LAES programme clients.

The Service Lead - Local Area Employment Services will be required to carry a reduced case load of LAES clients (circa 45) and support the management team in the delivery of the LAES service to help long term unemployed clients referred to the service access a range of pre employment supports, find the right job and progress into full time paid employment.

The post holder will work as part of a committed, high performance team providing a quality service to each client. The Service Lead will build professional relationships, inspire motivation and confidence with jobseekers and network with employers and relevant agencies as required with the aim of maximising employment progression opportunities for our LAES clients in line with funder contractual requirements.

Reporting to: Employment Services Manager - Local Area Employment Services.

Key Duties:

- Work with the Employment Supports team as required to help with client job placements including support with client job search, job matching and linking clients to job vacancies with local employers as needed.
- Operate the caseload management system for LAES within annually agreed targets and system guidelines.
- Provide aftercare support to clients placed in jobs if required.
- As required carry a reduced case load of LAES clients for Caseworker or Employment Officer team and support with the provision of career path planning, advice and guidance and employment supports for clients on your case load.
- Assist with client referrals to relevant internal and external services as appropriate.
- Support with onboarding and training of new team members support the onboarding process for staff members and assist in professional development initiatives.
- Assist with monitoring service outcomes, identifying areas for improvement based on staff and client feedback, and implement best practice.
- Contribute to the compilation of monthly reports on LAES programme performance.
- Work closely with the management team to ensure the alignment of goals, share feedback, and contribute to the overall success of the team.
- Provide operational cover for the management team during periods annual leave etc.
- Assist with tracking key performance metrics, preparing reports for management, and ensuring that objectives are met within budgets.

The successful applicant should:

- Hold a Level 7 qualification in a relevant field e.g., Adult Guidance, Community Studies, Career Guidance, etc. or willing to work toward a relevant qualification.
- Have a good understanding of the Local Area Employment Services programme.
- Demonstrate a high level of awareness and understanding of the issues that impact long unemployed people.
- Demonstrate a good understanding of the local jobs market.
- Have good computer skills and ability to work with an information management system e.g., Salesforce.
- Have great people skills and an ability to support and motivate team members.

- Be a creative, innovative thinker and who can demonstrate a strong track of service delivery and initiating service improvements.
- Have a proven track record of meeting programme targets while also delivering a quality service to clients.
- Demonstrate good leadership, motivational and organisational skills.
- Show an ability to listen and relate to people from a wide range of backgrounds and have an awareness of relevant services within the catchment area.
- Demonstrate an ability to work within a community setting in a welcoming, flexible, and professional manner.
- Have strong interpersonal skills and an ability to build a positive and collaborative team culture while also working effectively with other staff members across a large organisation.
- Be able to build strong working relationships with key external stakeholders including community, statutory and social partners.
- Demonstrate the ability to work on own initiative in a competent and confident manner.
- Hold a clean driving licence and access to a car.

Fixed term contract to 27th September 2027 any continuation beyond that point is subject to funding.

Remuneration Package & Benefits:

- Incremental salary scale entry point based on experience and qualifications.
- Excellent Pension of 10% employer's contribution after successful probation period.
- Access to HSF low cost health insurance.
- 35 Hour per week (full time)
- Access to Employee Assistance Programme

APPLICATION PROCESS

Applicants should pay particular attention to the essential and desirable criteria in the job description, your suitability and why you are the best candidate for this post in question.

Please send a copy of your up-to-date detailed CV (no more than 2 pages) and cover letter accompanied with completed confidential form marked: **LAES Lead Ref: 189/2025** to:

Administration & Operations Department,
South Dublin County Partnership,
Unit D1, Nangor Road Business Park,
Nangor Road,
Dublin 12.

OR alternatively email your application to:

jobs@sdcpartnership.ie (mailto:jobs@sdcpartnership.ie) – subject box to be marked **LAES Lead Ref: 189/2025**

Closing date for receipt of applications: **5pm Thursday, 15th May 2025.**

Note no late applications will be accepted.

South Dublin County Partnership is an Equal Opportunities Employer and welcomes applicants from a diversity of backgrounds.

Region

Dublin 12

Date Entered/Updated

25th Apr, 2025

Expiry Date

15th May, 2025

Attachment

Size

[189 LAES LEAD AF.docx](#) 729.19
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